

## Job Announcement

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<b>Opening Date:</b>	October 30, 2014	<b>Closing Date:</b>	Open Until Filled
<b>Job Title:</b>	Director, Fair Practices	<b>Position Type:</b>	At-Will
<b>Pin:</b>	061698	<b>FLSA Status:</b>	Exempt
<b>Locations:</b>	Office of Fair Practices/MBE Annapolis, Maryland	<b>Grade/Entry Salary Range:</b>	S04 \$70,057 - \$103,369 Depending on Qualifications
<b>Financial Disclosure:</b>	Yes		

### Regular State employees subject to promotion/demotion policy

**Essential Functions:** The Director is responsible for the overall direction, leadership, and management of the Fair Practices Department. The Director provides guidance and counsel in the enforcement and compliance of the Judiciary's Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE) and related programs and serves as the first point of action for investigating and processing complaints or responding to questions concerning alleged or suspected discriminatory practices. This position supervises staff, including assigning and reviewing work, establishing deadlines, training, and performance evaluations. The Director is responsible for keeping abreast of changes and updates within the area of EEO/MBE and related programs and reports these changes to senior management and administrative officials. The Director provides guidance to the MBE Manager regarding the daily administration of the MBE Program, including interfacing with the Judiciary's Procurement Department, planning and attending outreach activities and the production of reports regarding the effectiveness of the MBE program. In addition, the Director conducts investigations as needed, develops procedures and standards for the Judiciary's workplace civil rights programs, oversees department budget, works collaboratively with other Judiciary stakeholders to resolve EEO concerns and assists the Office of the Attorney General with collecting requested information necessary to respond to complaints of discrimination filed with the EEOC, the Maryland Commission on Civil Rights, and civil litigation. The incumbent performs other duties and assignments as requested by the State Court Administrator and Assistant Administrator of Internal Affairs.

**Education:** Bachelor's degree from an accredited college or university in Business or Public Administration, Human Resources Management, or related field.

**Experience:** A minimum of six (6) years of professional experience in equal employment opportunity, diversity, affirmative action, and minority business programs to include three (3) years of experience supervising or managing professional staff.

**Preferred:** Prior work experience in a governmental setting. Law degree and Bar membership.

**Skills/Abilities:** Expert knowledge of the principles of federal, state, and local employment civil rights laws, regulations and guidelines; knowledge of the practices and techniques of EEO dispute resolution and human resources management. Ability to understand Federal, State, or municipal laws and/or regulations regarding set-aside programs related to government contracting. Must have a basic working knowledge of the government procurement process. Ability to be objective to ensure the fair treatment of all employees and users of the Judiciary's programs and services. Ability to manage an office and supervise staff. Ability to perform investigations involving sensitive and complex issues. Ability to maintain the confidentiality of investigations. Ability to compile and analyze statistical data. Must have strong written and oral communication skills with the ability to compose clear memoranda and reports which are comprehensible to attorneys as well as non-attorneys. Ability and willingness to communicate inconvenient or unpleasant facts and conclusions persuasively. Ability to set and manage priorities and simultaneously handle multiple duties and responsibilities. Ability to identify issues, gather information, draw valid conclusions and formulate recommendations based on the information. Ability to develop, interpret and apply policies, procedures, rules, regulations and laws. Ability to conduct employee training sessions and workshops. Ability to establish and maintain effective working relationships with managers, employees, elected officials and the general public. Ability to communicate in an effective, patient, and tactful manner with judges, other administrative officials, employees and co-workers. **Must have a valid Maryland Driver's license.** Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) and resume/cover letter stating position title, location and PIN. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gob](mailto:jobs@mdcourts.gob) (Zip files not accepted)

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.**